



## Getting it from The Source



**Greetings from Pat Hall Jaynes, SPHR, SHRM-SCP, CEO, The HR Source**

As summer fades and we transition into the fall season, it's hard to believe how quickly the year is moving!

While navigating through fall festivities towards the year end holiday season, it's important to look back on the year and ensure your organization is prepared to close out key HR tasks. Whether it's reviewing employee benefits, conducting performance evaluations, or finalizing year-end compliance requirements, now is the perfect time to tie up loose ends and prepare for the coming year.

HELPING GREAT COMPANIES FIND GREAT PEOPLE

OCTOBER / NOVEMBER 2024

# FROM THE SOURCE

## HR Events



**Northeast HR Association Annual Conference**  
Oct 15-17, 2024 Newport, RI

Join a community of peers dedicated to elevating the HR profession through connection and learning. Register [HERE](#)

**People 2030: Our Talent, Our Future** October 29-30  
New York Marriott at the Brooklyn Bridge, Brooklyn



With a focus on creating purpose for the workforce, developing potential, efficiency, innovation, and engagement, this HR conference will benefit HR professionals at any level.

**SHRM INCLUSION 2024** November 4-7  
Gaylord Rockies Resort & Convention Center, Aurora CO



At INCLUSION 2024 you will obtain practical applications to help you expand your thinking, foster inclusiveness & increase your cultural awareness.



**DisruptHR DC, November 7, 2024**  
The HR Power Network:  
Building Bridges for HR and Business Success

Follow The HR Source socials for more information.

## Employer Referrals: Effective Recruiting



**Mimi Nguyen, SHRM-CP**  
Talent Acquisition, The HR Source

Employee referrals are one of the most effective and cost-efficient hiring strategies for growing companies. To enhance employee referral programs, consider offering stipends or other tangible benefits for successful hires.

Maximize your employee referral program effectiveness by:

- Acknowledging the personal investment of both the referring employee and the referred candidate.
- Allow all employees to refer an applicant by informing them of a job opening or sharing their resume with a hiring manager. Employers benefit from quality candidates vetted by a trusted employee.
- Readily accepting referrals from former employees. Implementing positive off boarding experiences ensures that former employees are more likely to refer highly qualified candidates



## HR Audit A Value Added Service



An HR audit is a valuable tool for ensuring compliance, improving organizational efficiency, and maximizing the overall value of your HR functions.

- By conducting a thorough review of policies, practices, and procedures, an audit helps identify areas of risk, uncover opportunities for improvement, and ensure that your company remains compliant with ever-changing employment laws.
- Additionally, it provides actionable insights to improve employee performance and streamline operations, positioning your department for long-term success.

Ready to take the next step in optimizing your HR strategy? Contact us today to schedule your HR audit and discover how we can help you achieve your goals

**Your Next Step to HR Excellence is a Phone Call Away**  
📞 Call 301-459-3133 for more information



# The HR Source

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### *Birthdays*

10/5 Michael Winn  
10/6 Brianna Rivera  
10/14 Michael Beverage,

### *Cultural / Awareness Days*

October  
National Emotional Wellness Month  
10/27 National Internet Day  
10/31 Halloween

November  
National Aviation History Month  
National Native American Heritage Month  
11/28 Thanksgiving Day

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# NEWS YOU CAN USE

## Year End Compliance

Year-end HR compliance tasks are essential to ensure legal compliance, accurate record-keeping, and employee satisfaction. Here are some key areas to focus on:

- **Payroll and Tax Compliance**
  - Prepare and distribute W-2 and 1099 forms.
  - File payroll tax returns.
  - Verify employee information.
  - Ensure proper tax withholding for year-end bonuses.
- **Employee Benefits**
  - Confirm health insurance compliance with the ACA.
  - Ensure correct retirement plan contributions and disclosures.
  - Review time-off policies.
- **Employee Records**
  - Verify accuracy of I-9 forms and documentation.
  - Organize employee files.
  - Update data privacy policies as per regulations.
- **Workplace Safety**
  - Review and comply with OSHA regulations.
  - Report and investigate workplace accidents.
- **Employment Law Updates**
  - Stay informed about changes in employment laws.

## G.I.F.T.S. CAMPAIGN

The HR Source has launched a campaign to bring value in the form of insights, guidelines, webinars and sponsored events.

**IT'S FREE**  
TAP THE DOWNLOAD LINKS TO ACCESS YOUR RESOURCES.



**Open Enrollment Guidelines** - 10 Steps to Prepare and Execute a successful Open Enrollment

**Best 5 Resume Writing Tips** - September was National Resume Month. Is your resume ready for the fall hiring season. This GIFT will get you there!

**Q4 2024 Candidate Market Analysis** -Salary data compilation to assist both employers and HR professionals determine if they are offering or receiving fair market salaries.

Coming November 2024 - **FREE** Financial Fitness Webinar  
Follow our socials for announcements about our next big GIFT.

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